

**DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.**  
**THIRD QUARTER MEETING**

**MINUTES OF SEPTEMBER 11, 2001 (postponed from Aug. 15)**

The third quarter meeting of the Delaware Public Purchasing Association, Inc. was held at The Division of Purchasing, Delaware City, DE 19786. Mike Sabol, CPPB, President called the meeting to order at 10:14 A.M.

Those attending were: Mike Sabol; DOP, Sandra Skelley; DHSS, Lori Gooch; State Police, Joe Loureiro; DHSS, Peter Rigtterink; DHSS, Dot Pecqueur; NCC Purchasing, Hilda Balascio, NCC Purchasing, Arnold Cookson; DOP, Mary Ellen Saunders; DSAAPD, BJ Clyburn; City of Dover.

Mike opened the meeting by suggesting we not read the minutes from last quarter. BJ Cyburn motioned to not read the minutes. Sandy Skelley seconded it. Mike asked before the closing of the minutes did anyone have any additions, deletions or changes. No one had any and the motion to forgo the reading of the minutes was passed.

Mike asked to Committee Chairs for report:

a. **Treasures Report**

Peter reported that we have no new members. The membership stands at 44 Member (membership list Attached).

Peter handed out the Treasures Report (Treasure's Report #15 Attached). The treasury has a current balance of \$1,856.73. Total expenses for this month came to \$1,410.34. Peter asked if there were any questions or comments. None were posed. Mike asked for a motion to accept the Treasures report.

Sandra motioned to accept the Treasures report

BJ Seconded

The motion was carried.

b. **Finance:**

No report

A. Budget – no report

c. **Membership:** (attached report)

Arnold Cookson presented the new handbook he had developed. 100 copies were printed. Sandra handed out copies of the handbook to the members in attendance. Arnie thanked New Castle County for printing the handbook. Mike Sabol asked Arnie for an electronic copy to post on website. Arnie agreed to send out handbooks as well as chapter pins to all members that were not at the meeting.

Arnold presented a brochure he had made on Greta's request. Arnie passed around his draft copy of the brochure. He explained that he had gotten the following quote:

Typesetting	\$30.00
500 copies	\$46.60
Total	\$76.60

Lori Gooch agreed to run 500 copies Black and Blue. Arnie will send her the draft copy.

- d. **Program:** Need volunteer – No report
- e. **Awards and Scholarship:**  
This committee has now been given to Sandra Skelley. She had no report.
- f. **Chapter Liaison:** No Report (Mike will need someone to take this.) Until someone steps up he will continue to do this.
- g. **Education:** No Report
- h. **Nomination Committee:** Arnie Cookson, Chairman, Andrea and Lori  
Arnie would like a total of four members for this committee.

So far the slate of officers follows:

President: Mike Sabol

1<sup>st</sup> Vice President: Sandra Skelley

2ed Vice President: Janet Schukoske

Treasurer: Open

Secretary: Open

All terms are one year. A person may hold an office for two consecutive terms.

- 2. **Region 1 Conference:** (attachment) Sandra reported that only two vendors have registered and paid so far. They are the following:
  - 1. HP Capital Recourses
  - 2. Taylor Supply

-Sandra sent vendor registrations to 50 vendors.

-The date due will be changed on vendor registration from Sept. 21 to Oct. 15.

-Sandra turned over two checks from the vendors in the amount of \$330.00 each to Peter.

-Last week the Attendee Registration was sent.

#### Chair Reports:

Ditty Bag and Door Prize Committees Hilda reported that we have a number of Ditty Bag and Door Prizes. The following people will work on additional Ditty Bag item:

DNREC – Arnie

DMV – Mike

AG and Lottery – Janet

DEDO – Sandra

Programs – Beau Grant told Peter he would be happy to come and speak anytime. Right now we have the University of Delaware, Gordon Ball Jr. and State Police speaking at the Conference.

Registration Committee: (attachment) Registrations were sent out to all Region one Chapter Presidents. We asked the Chapter Presidents to get the Registrations to their people.

Tim will be making all badges for participates and vendors.

Day of the conference Lori Gooch, and Mary Ellen Sounders will be sitting at the registration desk

All participate registrations will go to Tim

All vendor registration will go to Sandra.

3. **Unfinished Business**

Dot Received check for winning the pin contest.

4. **New Business:**

- a. NIGP Forum: Sandra, Peter, Lori and Hilda attended. They have a manual that contains the notes form all the classes that were given. If anyone wants to look at the manual, contact one of the people who attended.
- b. Bill Irish would like to help to encourage state officials to support procurement education.
- c. The board will meet to discuss the lack of support in Procurement as far as Education.
- d. The board will also met to discuss the member's lack of interest and participation.

Meeting concluded at 11:29 AM

The next meeting to be held in Nov. 20<sup>th</sup>.